

MN Department of Human Services
Office of Enterprise Architecture/Technology
Response to Questions from Vendors for SOW 2865
DHS Enterprise Systems Modernization
June 13, 2012

STATEMENT OF WORK (SOW) 2865 ADDENDUM

Addendum No.: One

Date of Addendum: June 13, 2012

Due Date, Time: June 22, 2012 4:30 p.m. CDT

Project Title: DHS Enterprise Systems Modernization

SCOPE OF ADDENDUM

The purpose of this addendum is to REVISE the SOW and to answer questions received from potential Responders.

[Deletions are struck out and Additions are underlined.]

The SOW is revised as follows:

Revision 1: Project Deliverables Section is amended as follows:

The vendor will assist DHS in planning and drafting preliminary versions of deliverables 1 & 2 by August 31, 2012. Drafts of deliverables 1 & 2, which will be refinements of the preliminary versions developed by DHS staff with vendor assistance, must be provided by ~~August 31, 2012~~ October 15, 2012 and final versions must be completed by ~~October 15, 2012~~ January 15, 2013 by the vendor with DHS staff assistance. Deliverables 3-6 support the Implementation Advance Planning Document (IAPD) for Eligibility Systems Modernization and are due by ~~November 1, 2012~~ February 15, 2013.

Additionally, the vendor will provide a Systems Modernization RFP outline by ~~November 1, 2012~~ February 15, 2013.

Revision 2: Project Milestones and Schedule Section is amended as follows:

The project start date is expected to be ~~July 16, 2012~~ July 23, 2012.

The underlined deliverables are ~~expected~~ required to be completed by ~~October 15, 2012~~ January 15, 2013 with preliminary versions submitted by ~~August 31, 2012~~ October 15, 2012 so that budget work can be completed in time for the 2013 legislative session.

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The vendor must assist DHS in planning and drafting initial versions of the underlined deliverables by August 31, 2012 to secure budgetary placeholders in advance of the vendor's submission of preliminary and final deliverables. All other deliverables must be completed in a timely manner in order to facilitate DHS' decision-making process, but no later than November 1, 2012.~~February 15, 2013.~~

Revision 3: Process Schedule Section is amended as follows:

Questions submitted by: June 8, 2012

Answers posted to Office of Enterprise Technology website by: June 13, 2012

Responses due by: ~~June 18, 2012~~ June 22, 2012 4:30 p.m. CDT

Expected notification to winning vendor: ~~July 5, 2012~~ July 9, 2012

Anticipated Work start date: ~~July 16, 2012~~ July 23, 2012

Revision 4: Submission Instructions Section is amended as follows:

Responses must be received no later than ~~June 18, 2012, 4:30 p.m. Central Daylight Savings Time)~~ June 22, 2012, 4:30 p.m. CDT, and should be submitted via e-mail to dhs.IT-responses@state.mn.us. Responses sent to any other e-mail address will not be considered. The emailed response should contain two attached pdf files, one containing the cost proposal only and the other containing all other response materials including signed addendum, these files should be labeled "Cost Proposal" and "Response," respectively. The subject line of the response e-mail should be: **SOW Response – DHS Enterprise Systems Modernization**

Revision 5: Sample Work Order Contract Section is amended as follows:

10. IT Accessibility Standards

The State of MN IT Accessibility standards incorporate both Section 508 and WGAG 2.0 'AA' as outlined in the State of MN Enterprise Architecture. DHS's future solution will be accessible. Therefore, accessibility must be included in all analysis and recommendations delivered through this statement of work. Contractor must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

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This addendum shall become part of the Statement of Work and **MUST** be signed and returned with Contractor's Proposal.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

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Questions and Answers

1. In the Process Section of the proposal on Page 16, it states -“Responses due by: June 18, 2012”. Would the State consider moving the proposal due date to June 29, 2012?

Answer: The response due date has been extended until June 22, 2012, 4:30 p.m. CDT.

2. In the Process section of the proposal on Page 16, it states - “Anticipated Work start date: July 16, 2012”. Would State entertain an August 13, 2012 Start Date?

Answer: The anticipated work start date is an estimate and has some flexibility but there is urgency in starting this work. A start date of August 13, 2012 would not allow the state to meet the downstream timelines that are dependent upon this work. The latest start date the state anticipates considering is July 23, 2012.

3. In the Project Deliverables section Page 8, it states -

“Drafts of deliverables 1 & 2 must be provided by August 31, 2012 and final versions must be completed by October 15, 2012. Deliverables 3-6 support the Implementation Advance Planning Document (IAPD) for Eligibility Systems Modernization and are due by November 1, 2012.”

Would the State except the following deliverable schedule?

Drafts of deliverables 1 & 2 must be provided by September 31, 2012 and final versions must be completed by November 15, 2012.
Deliverables 3-6 support the Implementation Advance Planning Document (IAPD) for Eligibility Systems Modernization and are due by December 15, 2012

Answer: In order to secure the needed placeholders, the vendor must assist DHS in planning and drafting preliminary versions of deliverables 1 & 2 by August 31, 2012. However, the timelines for refined vendor drafts of deliverables 1 & 2 have been extended until October 15, 2012, final versions to January 15, 2012. Deliverables 3-6 support Implementation planning and their deadlines have been extended to February 15, 2013. The transformation roadmap and draft supporting documents may be completed at a high level, with additional details to be completed with the final versions of deliverables 3-6.

4. Clarifying the scope of “DHS will require major modernization and restructuring of its information technology platforms,” on page 6, is the scope of the project to lay out a roadmap whereby all / most of DHS systems (applications, infrastructure,

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and data) will (potentially) be re-platformed, and potentially re-written or replaced?

Answer: The scope of the work includes the delivery of a modernization roadmap, as described on pages 6-8, along with the other deliverables listed on page 8, for the Department's service delivery systems. The roadmap should include a plan to modernize, via replacement or significant upgrade, the department's major systems (MAXIS/MEC2, PRISM, SSIS, and the SMI). The Department will initiate a separate project to define a roadmap for modernization of our MMIS (Medicaid Management Information System) which includes provider enrollment, claims payment, and supporting functions.

5. Discussing analysis of systems and integration, what is the level of granularity required? Will we be performing analysis down to the actual end user business transaction process level, or just general areas of functionality?

Answer: The needs and requirements are to be done at a high level, focusing on general areas of functionality, however, it may be possible that additional detail is necessary in some key areas to lay out options or identify potential avenues. A finer level of granularity will be done as part of the first steps in implementation (outside the scope of this work effort).

6. Clarification of what is needed under the supporting documents section on page 8 – is the requirement to perform a comprehensive assessment of the entire DHS technology environment, to include people, process, end users, architecture, and infrastructure?

Answer: The supporting documents for the roadmap required at the top of page 8 are draft versions of deliverables 3-6, which are due in final form later on. While the assessment must indeed be comprehensive, it need not be detailed. The primary need is to modernize DHS systems to increase our ability to respond to customer needs while meeting the CMS Medicaid Seven Standards and Conditions.

7. Also under the same supporting documentation section, a draft cost/benefit analysis is required. Are the cost structures and cost drivers well known and well documented for the current environment in its entirety?

Answer: The cost structures and cost drivers are fairly well-known and fairly well-documented.

8. What is the funding amount for this project?

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Answer: DHS has enhanced funding for the modernization planning project as a whole and cost will be a significant factor in evaluating proposals. Please see “SOW Evaluation Process” on page 16 of the SOW for more information.

9. Is this project Time and Material or Firm Fixed Price?

Answer: DHS anticipates paying a fixed price for the satisfactory completion of project deliverables. The proposal must however include all the required cost information indicated under “Cost” heading on page 20 of the SOW.

10. Would it be possible to extend the RFP due date by two weeks as the State is asking for too much information to be provided in such a short time frame. Vendors need more time to analyze the current environment to effectively plan and price the project.

Answer: The response due date has been extended until June 22, 2012, 4:30 p.m. CDT.

11. A project as important and involved as this requires more than 3.5 months. Vendors will need to investigate the various systems that support HHS and interview users and support personnel of those systems. Once they have gathered this initial information, vendors then can prepare the Road Map for the future with cost benefit analysis. Please extend the project from 3 ½ months to at least 7 months.

Answer: The timelines for drafts of deliverables 1 & 2 have been extended until October 15, 2012, with final versions due January 15, 2013. Deliverables 3-6 deadlines have been extended to February 15, 2013. However, DHS with vendor assistance will plan and draft preliminary versions of deliverables 1 & 2 by August 31, 2012 in order to obtain the needed placeholders.

12. The RFP informs the vendors that the state has completed “work to date” but did not provide these items as part of the RFP process. This work is valuable to determine the size and scope of this effort. Please provide this completed work for vendors to evaluate and adjust the proposal due date so that it can be reviewed and analyzed.

Answer: DHS is currently gathering information and artifacts across the agency to assist the vendor in completing the solicited deliverables. The collection of work-to-date will be provided to the selected vendor. Time to review provided materials should be included in the work plan. Respondents should note that many of the artifacts represent work done at different times for a variety of business purposes. They do not represent a consolidated “work-in-progress”. Rather, they provide a comprehensive view of the DHS business and its supporting systems.